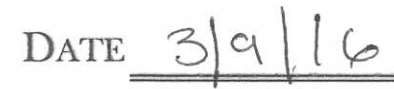




**AGENDA**  
**Committee on Personnel**  
**Wednesday, March 9, 2016 @ 4:00 p.m.**  
**10<sup>th</sup> Floor Conference Room, City Hall**

Councilmember, Jessica Yorko, Chair  
Councilmember Judi Brown Clarke, Vice Chair  
Councilmember Patricia Spitzley, Member  
Councilmember Jody Washington, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
  - February 3, 2016
- 4. Public Comment on Agenda Items**
- 5. Discussion/Action:**
  - A. City Council Internal Auditor Position
- 6. Adjourn**





**MINUTES**  
**Committee on Personnel**  
**Wednesday, March 9, 2016 @ 4:00 p.m.**  
**10<sup>th</sup> Floor Conference Room, City Hall**

**CALL TO ORDER**

The meeting was called to order at 4:00p.m.

**ROLL CALL**

Council Member Jessica Yorko, Chairperson  
Council Member Judi Brown Clarke, Vice Chairperson- arrived at 4:04 p.m.  
Council Member Patricia Spitzley, Member  
Council Member Jody Washington, Member

**OTHERS PRESENT**

Sherrie Boak, Council Staff  
Joseph Abood, Deputy City Attorney  
Donna Black, Human Resources  
Ashley Banks, Human Resources

**MINUTES**

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM FEBRUARY 3, 2016. MOTION CARRIED 3-0.

**PUBLIC COMMENT ON AGENDA ITEMS**

No public comment.

**DISCUSSION/ACTION**

Council Member Yorko started the conversation with an overview of the position of the Council Internal Auditor and the plan to review the functions of the position, making it balance with FHT on their form based budgeting and also the possibility of multiple positions.

Council Staff distributed samples of postings from Robert Half, Robert Half Salary and the City salary scale. Ms. Banks presented on optional resume's from Account Temps. Council Member Spitzley asked if Account Temps was part of Robert Half, and Ms. Black confirmed. Robert Half has been used for legal services, and the City use account temps for Finance. Council Staff confirmed that the City Internal Auditor recommended Robert Half also.

Council Member Washington asked what Mr. DeLine was currently doing under contract, and Ms. Boak distributed a copy of the contract and attachments. Council Member Yorko noted for the Committee that the contract is a transition of what he was doing and what they are

creating. Council Member Brown Clarke suggested using the Robert Half model and hiring a FTE at a lower salary than Mr. DeLine was making, and then take the additional dollars and hire a part time for 6-10 weeks. Council Staff distributed the current job description of Mr. DeLine. It was noted that when Mr. DeLine filled the position it was filled internally. Council Member Spitzley asked how Mr. DeLine obtained the position if the requirements and skill set did not match his resume, and Council Member Brown Clarke noted that could not be answered since the same Committee members do not sit on the Committee at this point.

Council Member Yorko suggested asking the FHT for their opinion on the refinement of the position, and stated she had spoken to Mr. Scorsone for his opinion. Council Member Washington clarified that Mr. Scorsone is a volunteer and Council should not be going to them for everything. Council Member Brown Clarke agreed that the FHT is not for leadership, and then informed the Committee that the BWL auditor does performance based budgeting and during the joint meeting on March 19<sup>th</sup>, there will be conversation on audit practices. Council Member Washington stated she would be more comfortable speaking to BWL auditor.

Council Member Spitzley voiced her concern with how long the process could take and the need to get it done right with the right person. She was not in favor of FHT and wants to move forward.

Council Member Yorko stated she will contact Mr. Scorsone for his opinion on best practices and no visit. Council Member Brown Clarke requested that be delayed until the Council hears what the BWL auditor practices are.

Ms. Banks reviewed the Account Temp applications.

Council Member Yorko asked HR to review the City salary scale and create an estimate with fringe benefits.

Council Member Spitzley noted that a CPA is important but the requisite experience is important also. Council Member Washington added that if they are looking for a contract until full time, then a CPA might not be important for the transition.

Council Member Brown Clarke referenced the resumes submitted by Ms. Banks where all three were not local, and therefore asked if they would work remotely or on site. Ms. Banks could not answer and stated she would check on the residency for access. Ms. Black added that Account Temps generally refer local or can commute. The resume for Ms. Schmidtman was reviewed and based on the vague information there was a consensus of no interest in her.

Council President Brown Clarke asked for a good turn around time since the contract for Mr. DeLine will expire the end of May. Ms. Black and Ms. Banks stated it could take 2-3 months once the Committee drafts the process. Council Member Spitzley requested that the temp contract overlap Mr. DeLines, and Council Member Washington asked for the same to occur with the transition from the temp to the FTE.

Council Member Brown Clarke recommend using the BWL auditor job description as a template. Council Member Washington asked HR if there were job specifications to begin with, and Ms. Black stated the earlier job posting was the only item. Ms. Banks referenced a description from Kalamazoo. Council staff will distribute to the Committee the information on the current Kalamazoo auditor. Ms. Black noted that if there are distinctions they can evaluate the salary. That is a 3<sup>rd</sup> party that can perform a desk audit, and Council Member Brown Clarke confirmed they will not bring someone in at the same rate, so the desk audit will

be needed. Council Member Yorko suggested amending the job description before the desk audit is done, because of the duties are not similar with comparison, they might not need a study. Council Member Yorko asked HR to obtain the salary from BWL for the auditor.

The Committee agreed to meet again on March 30<sup>th</sup> at 4 p.m.

The Committee discussed the next steps and hiring of a temp employee starting in May going thru September. This will be discussed at the next meeting.

**ADJOURN**

The meeting was adjourned at 4:45 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on March 30, 2016.



**MINUTES**  
**Committee on Personnel**  
**Wednesday, February 3, 2016 @ 4:00 p.m.**  
**10<sup>th</sup> Floor Conference Room, City Hall**

**CALL TO ORDER**

The meeting was called to order at 4:03 p.m.

**ROLL CALL**

Council Member Jessica Yorko, Chairperson  
Council Member Judi Brown Clarke, Vice Chairperson  
Council Member Patricia Spitzley, Member  
Council Member Jody Washington, Member

**OTHERS PRESENT**

Sherrie Boak, Council Staff  
Joseph Abood, Deputy City Attorney  
Mark Dotson, Deputy City Attorney  
Donna Black, Human Resources

**MINUTES**

MOTION BY COUNCIL MEMBER BROWN CLARKE TO APPROVE THE MINUTES FROM SEPTEMBER 21, 2015. MOTION CARRIED 4-0.

**PUBLIC COMMENT ON AGENDA ITEMS**

No public comment.

**DISCUSSION/ACTION**

Council Member Yorko referred the discussion to Council Member Brown Clarke since the topics began in Committee on Ways and Means.

**RESOLUTION – City Council Internal Auditor Temporary Contract**

Council Member Brown Clarke informed the Committee that in Ways and Means they have been looking at the position of the Internal Auditor and what the position addresses with audits. The role was going to expand and with the recent retirement announcement of Mr. DeLine Council can reshape for fiscal and performance audits. A fiscal audit is allowable costs; a performance audit addresses if your outcomes are meeting the intent of your goals. Mr. DeLine was asked to research other municipalities that were doing such audits. Council is currently approaching the budget process so there would be a gap from retirement and filling the position. A scope of work for the temporary contract was referenced as Attachment A of the contract. Ms. Black asked that Ms. Banks in HR receive a copy of the documents when

## DRAFT MINUTES

Council is ready to post for filling the position. Council Member Yorko asked Mr. Dotson if there were issues with the breakdown between employee and now contracted staff. Mr. Dotson noted that there needs to be special separation from employment so Mr. DeLine he can receive retirement benefits and this contract. Items that might support his separation and now temporary contract include a reduction in hours from what he was doing, a difference in work responsibilities and pay. It appears the contract represents a significant change in his scope of work and time frame. Council Staff left the meeting to make copies of the Internal Auditor currently job description. The Committee made one change to the contract, that being page 2, item 8 will now state "not to exceed 32 hours bi-weekly", instead of the "not exceed 16 hours per week". Council Member Yorko asked who monitors the hours, and Council Member Brown Clarke noted the Council President signs off on all Council Staff timecards.

The Committee reviewed the current job description and determined there are differences between the scope of work with the temporary contract and the job description for the position.

Council Member Yorko asked if Mr. DeLine was contributing to the search for his replacement and Council Member Brown Clarke noted that in Ways and Means they were talking already about the process of the position and he had researched that, but not his position or job description. It was also noted he would not be involved in screening any new applicants.

The group discussed the different contracts and project specific with deliverables. Council Member Brown Clarke confirmed that once a contract has been agreed upon Mr. DeLine will be given a timeline of deliverables. Council Member Washington pointed out that the draft contract in front of the Committee does address termination with no notice and being "At-Will". It would be the responsibility of the Council President to make sure Council is getting what has been asked of Mr. DeLine. Council Member Brown Clarke agreed that her plan is to provide updates at the Personnel meeting with updates on deliverables and status on outstanding deliverable.

Law confirmed the proposed pay does not need to change, and neither had Law not Human Resources representatives had any further questions.

Council Member Spitzley asked if item 13 on page 3 was acceptable by Law. Mr. Dotson confirmed. Mr. Abood stated he would like to double check the change to the 32 hours bi-weekly. It was confirmed that confirmed should be presented to Council Staff prior to Friday or a special meeting of the Committee on Personnel will be held on Monday, February 8, 2016.

### City Council Internal Auditor Positions

Council Member Brown Clarke noted to the Committee that this is an opportunity for the Committee to look at does this office best serve Council and there may be clearer skills that this position needs. Council Member Washington commented there are no checks or balance with one person, and no way one person can perform the office responsibilities, therefore the Committee should look at more than one person. This position will need more checks and balances if Council goes to Performance Based Budgeting, and there will be more liability. One requirement noted by the Committee is that the person or persons have accounting degrees, CPA required. Council Member Brown Clarke offered one suggestion of contracting with a retired municipal accountant that is familiar with municipal accounting. Council Member Spitzley questioned the other members on if it can be a contract position or what their thoughts were on a permanent full time position. The Committee agreed there needs to be one full time employee so they will build up a relationship with the departments and staff. There can be a contract employee on part time if needed.

## DRAFT MINUTES

The Committee continued discussions on the position, noting it should not be rushed, and it should include the CPA requirement, desk audit productivity, and they considered sources for filling the position. It was noted the Committee should look to members of the Financial Health Team to offer suggestions on filing it, utilizing municipal sites and Robert Half Company.

Council Member Brown Clarke confirmed again that Mr. DeLine is not driving the process and that in Ways and Means the Committee is looking at what does performance based audit looks like and what form. In that search process it was determined some communities do not have their Auditors housed in Council offices. Council Member Spitzley questioned if Mr. DeLine should be performing this research at this time, and Council Member Brown Clarke noted he is only providing the information he found on cities that use performance based budget and in turn performance based audit, however Council will do the research on the position.

Ms. Black was asked to make contact with Robert Half for their services and then provide more information on what they offer, pay scale, temp service contract, and pay ranges.

The Committee determined they will meet next on Wednesday, March 9<sup>th</sup> at 4 p.m.

### **ADJOURN**

The meeting was adjourned at 5:05 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on\_\_\_\_\_.